

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO: 09-102**

**POSITION:** Training Technician (Indefinite), 09-102, (PD No. 70531000)

**GRADE/PAY:** GS-1702-06 \$34,300.00- \$44,589.00 per annum

**DUTY LOCATION:** B Troop 2-183<sup>rd</sup> Cav, Suffolk, VA

**OPENING DATE:** 3 April 2009

**CLOSING DATE:** 5 May 2009 (1700 hrs)

**EMPLOYMENT STATUS:** Excepted Service Male Enlisted Personnel (NTE E7)

**WHO CAN APPLY:**

**GROUP I** - All qualified enlisted male personnel (NTE E7), currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

**GROUP II**- All qualified Virginia Army or Air National Guard enlisted male personnel (NTE E7), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard is required to be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

**GROUP III** - Individuals eligible for membership in the Virginia National Guard.

**MILITARY CRITERIA:** Applicant must be qualified and eligible for award of a MOS as follows: E: CMF: 42, 92 or predominant MOS of the unit or organization.

**MILITARY ASSIGNMENT:** Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

**POINT OF CONTACT:** Robert W. Huffman (434)292-9051

**QUALIFICATION REQUIREMENTS:**

**GENERAL** - Progressively responsible clerical experience or other work which demonstrated the ability to acquire and apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

**SPECIALIZED** - Must have nine (9) months of experience which has equipped the applicant with the following specialized experience to successfully perform the duties of the position, such as: experience which demonstrates an applicant's ability to do administrative and clerical duties, experience in assembling data into proper formats as directed by oral or written instructions, experience which demonstrated an applicant's ability to follow agency directives in monitoring and controlling a testing environment.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAS):** Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian work experience which supports each KSA. **The KSA's are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Ability to develop, administer and evaluate education/training programs.
2. Ability to gather data and compile plans and reports.
3. Ability to coordinate and control testing programs.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** High school graduate or the equivalent may be substituted for 3 months of the specialized experience. Education in schools above the high school level may be substituted for specialized experience on the basis of one academic year of study (i.e., 36 weeks of substantially full time study, or 30 semester hours, or the equivalent) for 12 months of the required experience.

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Applicants must submit transcripts, diplomas, or other forms of completion certificates to provide verification of related courses.

**DUTIES/RESPONSIBILITIES - POSITION DESCRIPTION 70531000:** Responsible for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individuals assigned. Requests, allocates, and monitors the usage of training ammunition for the unit. Manages the military schools program of the unit. Coordinates, schedules, and monitors the use of training facilities, areas and ranges for annual and inactive duty training. Assists in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory security coordination with police, suitability investigations, armory rental, unit preparation in celebrations, or fund raising drives, and to provide public information about the National Guard. As required, assists in completing supply transactions for the unit in the absence of the Supply NCO/Technician. As required, assists in completing administrative and personnel transactions for the unit. Performs recruiting duties to maintain the unit at authorized strength. Serves as the point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance. Provides advisory services to family members of deceased military members (current and former) and serves as a liaison between the family and the funeral directors and their assistants, Veterans Service Organizations, Veterans Affairs Offices, National Guard Bureau (NGB), Regional Casualty Assistance Coordinator (CAC), and other military services and/or members. Incumbent is required to be a member of the Virginia Army National Guard (VANG) Military Funeral Honors Team/Program and perform military funerals as needed.

**REMARKS:** This position is being advertised as an indefinite appointment and applicant selected may be released at any time.

In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite.

Indefinite appointments may be made permanent at a late date without competition. Individual will be advised of his/her rights and benefits to which entitled.

**APPLICATION PROCEDURES:** APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: J1 (STAFFING), BUILDING 316, FT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@ng.army.mil](mailto:vanguardtechjobs@ng.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/>.

TPVA 09-102

//signed//  
THOMAS L. MORGAN III  
LTC, GS, VaARNG  
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